

3112 - SENIOR ELECTRICAL INSPECTOR

NATURE OF WORK

Highly responsible, administrative, supervisory, and technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Department through reviewing construction plans and specifications of new and existing electrical installations. Work includes office and field duties, supervising the enforcement program assuring that legally established requirements for plans workmanship and materials are met with regard to electrical work throughout the City.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Conducts technical field inspections of buildings and premises during various phases of construction and use, related to the installation of electrical systems and equipment.

Acts as the Chief Electrical Inspector in the absence of the Chief Electrical Inspector.

Review plans, drawings, specifications, and diagrams to determine conformance with established standards.

Assigns and investigates reported and unreported hazards, possible safety problems and violations of code.

Issues permits and certifications dependent upon compliance with standards, and assists applicants in completing necessary forms.

Recommends methods, materials, equipment and alterations to assist in compliance with accepted standards.

Determines acceptability of qualifications of contractors and verifies contractors licenses and insurance.

Testifies in court and before related boards; obtains documentation; and prepares testimony.

Keeps abreast of changes in electrical system installation practices, procedures, equipment, and applicable changes in the South Florida Building Code; trains subordinate inspectors.

Prepares and maintains reports, records and correspondence concerning enforcement and inspection activities, relating to electrical systems.

Performs related work as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of electrical system installations, materials, workmanship, and equipment.

Thorough knowledge of electrical system installation, materials, equipment and workmanship.

Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and determine conformance with established standards.

Ability to read, understand, explain, and apply regulations.

Ability to make technical inspections and render valid decisions.

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Ability to enforce regulations tactfully, firmly, and impartially.

Ability to establish and maintain effective working relationship with other employees, agencies, and the public.

Ability to make arithmetic and statistical computations with speed and accuracy.

Ability to use appropriate computer software in analysis, calculations, and record keeping.

Ability to communicate effectively both verbally and in writing.

Ability to testify effectively in court and before related boards.

Ability to research data and originate legal documents and other instruments of law.

Ability to prepare clear and concise records, reports, correspondence, and other documentation.

Ability to complete forms legibly and accurately.

Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale.

MINIMUM REQUIREMENTS (reflecting current South Florida Building Code)

A Master Electrician having held a certification by the Miami-Dade County Construction Trades Qualifying Board for a period of at least 5 years and having 5 years of field experience under that certification; **OR**

A State Certified Electrical contractor having held a certification by the Florida Construction Industry Licensing Board for a period of at least 5 years and having 5 years of field experience under that license; **OR**

A Florida licensed Professional Engineer having obtained a license pursuant to examination in the electrical discipline and having had 5 years of field experience under that license.

Attain Provision Electrical Inspector and Plans Examiner certification from the Florida Board of Code Administrators and Inspectors within ninety (90) days of appointment.

Attain Standard Electrical Inspector and Plans examiner certification from the said board within twelve (12) months of appointment

Attain Electrical Inspector and Plans Examiner certification from the Dade County Board of Rules and Appeals within ninety (90) days of appointment.

SUPERVISION RECEIVED

General and specific assignments are received. Work is performed with considerable latitude for the use of independent judgement. Work is reviewed and evaluated through verbal and written reports.

SUPERVISION EXERCISED

Directs the work of Electrical Inspector.

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